



## MSA-COUNSELOR

### Characteristics of Work

This is professional work which involves responsibility for providing educational and/or residential life counseling services to students and their parents. Incumbents assess problems and needs of individuals and their parents and provide guidance and assistance in meeting those needs. Work is performed under the general supervision of an administrative superior.

### Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Counsels students on individual and/or group basis; assists students with personal/social adjustment and development in a residential setting.

Assesses the educational needs of students; identifies problem areas; coordinates student class schedule development and planning of courses of study.

Conducts parent conferences; counsels with parents concerning identification and assessment of student problems and provides advice and guidance in dealing with the problems.

Consults with school staff and other appropriate personnel on individual cases; provides technical assistance to teaching staff in implementing educational activities.

Compiles assessment information; administers and scores tests; composes correspondence, and maintains necessary records and reports.

Provides conflict resolution counseling, personal counseling and crisis management counseling as necessary.

Conducts and participates in in-service training.

Sponsors various school and extracurricular activities; assists students with various projects; and assists school staff with student supervision.

Performs related or similar duties required or assigned.

### Minimum Requirements

#### **Experience/Educational Requirements:**

##### **Education:**

Valid Mississippi "A" or above teacher certification/licensure in one of the appropriate subject areas from the Mississippi Department of Education:

436 Guidance Counselor (K-12)  
171 Psychology (7-12)  
451 School Psychologist (K-12)  
486 School Administrator (K-12)  
488 School Administrator (Secondary)

493 Secondary Supervision

**Required Documents:**

Applicant must attach a current copy of his/her Mississippi teaching license.

**Interview Requirements:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.